



Completing and Signing a Performance Plan – Supervisor

- Completing and Signing a Performance Plan..... 1

➤ Completing and Signing a Performance Plan

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:
<https://hr.nasa.gov/>

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

2. Click the **Supervisor View** tab (if not already selected)
3. Select an employee whose status is **Set Performance Meeting**

Click a Name	Status	04/29/2013-07/31/2013	10/31/2013-12/31/2013	05/01/2014-05/30/2014	05/01/2014-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Plan Not Started				
CONE, RANDY	Plan Not Started				
PHILLIPS, DONNA	Set Performance Meeting				

4. REMINDER: Please review any Employee Provided Comments and Meet with Employee to Discuss Performance Plan.



SPACE

Standard Performance Appraisal Communication Environment

4. Click **Performance Plan Completed**

Plan Summary	Employee Provided Accomplishments	Supervisor Notes	Progress Review(s)	Final Rating	Historical Plans												
<div><div>Critical Element(s)</div><div>Requirement</div><div>Reviewed By</div><div>Remove Element</div></div> <div>To View / Modify an element's details, click on the element name</div> <table><tbody><tr><td>1. Supervisory Competencies</td><td>Agency Required</td><td><input checked="" type="checkbox"/></td></tr><tr><td>2. Employee Performance Management under EPCS</td><td>Agency Required</td><td><input checked="" type="checkbox"/></td></tr><tr><td>3. Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.</td><td>Strategic Alignment</td><td><input checked="" type="checkbox"/></td></tr><tr><td>4. Develops, delivers, manages, and maintains HR information systems.</td><td></td><td><input checked="" type="checkbox"/></td></tr></tbody></table> <div><div>Delete Plan</div><div>Position Description</div><div>Print to PDF</div><div>Add Additional Element</div><div>Performance Plan Completed</div></div>						1. Supervisory Competencies	Agency Required	<input checked="" type="checkbox"/>	2. Employee Performance Management under EPCS	Agency Required	<input checked="" type="checkbox"/>	3. Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.	Strategic Alignment	<input checked="" type="checkbox"/>	4. Develops, delivers, manages, and maintains HR information systems.		<input checked="" type="checkbox"/>
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5. Click **Supervisor Signature**

6. Click **OK**

4. Develops, delivers, manages, and maintains HR information systems.	<input checked="" type="checkbox"/>
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Delete Plan

Position Description

Print to PDF

Add Additional Element

Performance Plan Completed

Supervisor Signature

Performance requirements for performance year 2014 have been established, discussed with and provided to Donna Phillips (B402).

By clicking the confirmation button below, I certify that I am Karen Koch (B4) and that I have provided and discussed the critical elements and performance standards/indicators in this Performance Plan with Donna Phillips (B402).

Sign Later

Supervisor Signature

Message from webpage

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Before finalizing the Performance Plan, you must discuss its contents with the employee. If you have done so, click 'OK' to proceed. If you have not yet completed your performance discussion, click 'Cancel.'

OK

Cancel

Performance Plan Completed

Supervisor Signature